

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 04-12

Opening Date: June 1, 2004

Closing Date: June 15, 2004

Area of Consideration: Current and former Federal employees with status in the Washington, DC Commuting Area Only, CTAP/ICTAP eligibles in the local commuting area, or persons eligible for non-competitive appointment under Special Hiring Authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Relocation expenses are not authorized.

Two positions to be filled.

Job Title, Series, and Grade: Pretrial Services Program Assistant (Office Automation),
GS-0303-5/6/7
Permanent, Full-Time, Career or Career Conditional

Full Performance Level: GS-7

Salary: \$26,484 - \$44,439 Annual

A candidate appointed at GS-5 or GS-6 may be promoted up to the GS-7 level without further competition

Location: Positions may be located in the following Branch or Team:
Community Justice Resources or Sanctions Based Team
Pretrial Services Agency
Washington, DC

**IF YOU DO NOT ADDRESS THE KNOWLEDGE, SKILLS AND ABILITIES
YOU WILL NOT BE CONSIDERED FOR THIS POSITION!!**

Summary of Primary Duties and Responsibilities:

The incumbent of this position performs a variety of technical and administrative duties supporting the program office. He/she:

- Obtains and verifies information on defendants' criminal history, behavior and compliance with pretrial obligations.
- Maintains a variety of automated and hard copy files, updating defendant information in automated systems and resolving discrepancies or referring them to the supervisor.
- Documents check in or other action of a defendant or client who is fulfilling conditions of release, and directs defendants or others to appropriate location for court appearances.
- May work with defendants to explain conditions of release and pretrial obligations.
- Performs office support functions such as answering telephones, obtaining supplies, mail review and distribution, and maintenance of time and attendance records.
- Preparing correspondence and reports, assuring proper format and accuracy of spelling and grammar.
- Performing other duties as assigned.

These are the duties performed at the GS-7 level. A candidate appointed at GS-5 or GS-6 would have commensurate adjustment in duties and responsibilities.

Qualification Requirements:

1. One year of specialized experience related to the duties of the position that was comparable in difficulty and responsibility to GS-4 to qualify for GS-5, to GS-5 to qualify for GS-6, or GS-6 to qualify for GS-7. (Four years of education above high school may be substituted for this requirement at the GS-5 level only.)
2. This position requires the ability to type at least 40 words per minute. You must submit a statement certifying that you type this speed.

All Qualification Requirements must be met within (30) days of the closing date of this announcement.

This is not a law enforcement position.

Evaluation Method:

Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against

the knowledge, skills and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

Knowledge, Skills and Abilities Required:

1. Knowledge of Windows based computer systems and Microsoft Word and ability to utilize automated records maintenance systems.
2. Familiarity with or ability to learn and apply rules of confidentiality and protection of criminal justice information and records.
3. Ability to work well with all types of people, within and outside the agency.
4. Skill in written and verbal communications.

About PSA:

The Pretrial Services Agency (PSA) is a federal executive branch investigation and supervision agency for defendants who are released into the community while awaiting trial in both the D.C. Superior Court and U.S. District Court. PSA is an independent entity in the Court Services and Offender Supervision Agency (the Agency). The Agency is primarily responsible for providing community supervision of offenders who have been placed on probation or released on parole. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants must submit:

- (1) A resume or application form (Standard Form 171 (SF-171) or Optional Application for Federal Employment (OF-612)). Indicate the lowest grade you will accept and provide salary information with each position described on the application. Please include transcript of college courses if applicable.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. Applicants must indicate demonstrated experience and education in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.

Status applicants for promotion must have 52 weeks of service at the next lower grade. Time-in-grade requirements must be met by the close of this announcement.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

D.C. Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Valerie Taylor, (202) 220-5640.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.